Waterman Research Center Covid-19 and Other Protocols

Welcome to the Waterman Research Center. We are pleased to assist you with your research. We are committed to providing a safe environment for our staff and patrons. RC staff have been directed to ensure compliance with the following protocols; use of the CHS’s facilities is predicated on adherence to the following.

As part of CHS’s Covid-19 protocols, appointments made at least 7 days in advance are required to access the Waterman Research Center.

- Two time blocks are available:
  - 12:00–2:00pm
  - 2:30–4:30pm
- The Waterman Research Center is open Tuesday, Wednesday, Friday and Saturday by appointment only. Appointments are confirmed through email by CHS staff.
- Hours of operation are 12:00–2:00pm and 2:30–4:30pm.

Registration is required to access the Edgar F. Waterman Research Center; please use the online Research Appointments form to register and submit your future research visit requests. A valid form of ID or driver’s license must be shown to staff upon your first (ever, or “not in a long time”) visit. If you need assistance with registering online, please contact or inform staff at 860-236-5621 x228.

Current capacity is four (4) researchers at one time with a maximum of two (2) manuscript users per time block.

Researchers must exit the Waterman Research Center during cleaning times:
- 2:00–2:30pm
- by 4:30pm

Appropriate Behaviors in the Edgar F. Waterman Research Center
We appreciate researchers maintaining our safety, health, access and handling protocols while researching in our library. These protocols will help ensure patron and staff safety. Visitors will be made aware of any infractions as appropriate. Failure to follow protocols will result in revocation of Waterman Research Center privileges.

Covid-19 symptoms may appear any time between 2 and 14 days after exposure to the virus. Current list of Covid-19 symptoms from the CDC are below. Visitors should postpone their visit if they have any of these symptoms.
- fever (temperature of 100.4 or greater)
- coughing
- difficulty breathing
- muscle or body aches
- new loss of taste or smell
- congestion or runny nose
- diarrhea
- chills
- shortness of breath
- fatigue
- headache
- sore throat
- nausea or vomiting
Required protocols include

- Properly wearing your mask (i.e.: both mouth and nose covered)
- Maintaining social distancing (at least 6-ft) between other patrons and CHS staff
- If a visitor is contagious or has reason to believe they might be, please reschedule your visit. If a visitor has a persistent non-contagious cough or sneeze please practice good hygiene and health and move to a public bathroom or outside to cough or sneeze.
- Washing your hands prior to handling collections and when asked to by RC staff
- Adjusting your masking when needed by the sides of the mask, not the front
- Exiting the Waterman Research Center during cleaning protocol times
- Refraining from self-service of materials (including photocopying) while in the Waterman Research Center
- Others as identified at the discretion of CHS staff.

Retrieval Protocols

To help staff determine what you need, we ask you to list materials in the online appointment form, however items need to be officially requested at least two days in advance using our online library catalog and staff-provided login information.

- If you need login info, please contact staff at 860-236-5621 x228.
- On-demand pulling is not available at this time, so requesting material in advance is crucial.
- Staff requires at least two business days to pull materials in time for your appointment.
- Staff will pull the items you requested in advance. At this time we cannot pull items on demand on the day of your visit.
- If you would like any assistance with the request and/or research process, please contact staff at 860-236-5621 x228.

Access and Handling Protocols

- If you would like to see our card catalogs or other items in our reading room, please ask the staff. There is no self-service at this time.
- Photocopies are now exclusively provided by staff. Digital copies cannot be provided on the day of research appointments.
- Up to three historical manuscripts, rare books, objects, or photograph collections may be viewed at once
- Manuscripts and photographs must be kept flat on the table.
- Only pencils, laptops, phones, digital cameras, and loose papers may be brought into the research center. You may keep pencils provided by staff.
- Manuscript readers: Any personal papers will be set to the side since they may not remain on the desk while you are viewing manuscripts.
- Rare books and bound volumes of manuscripts must be placed in a cradle supplied by staff. Book weights are available - please ask staff for necessary supplies.
- Rare materials must never be used on laps or rested against the edge of a table.
- Do not rearrange or change the order of materials.
- Materials must be left on your research table or designated, accompanying cart once they have been reviewed.
People traveling from states on the official CT quarantine list, including CT residents who have recently been in those states, are directed to follow the official Connecticut quarantining rules found at: https://portal.ct.gov/coronavirus/travel.

We are here to serve – researchers can no longer self-serve and retrieve books and other materials from our open stacks areas or browse through our card catalogs.

Materials will be pulled in advance of researchers’ confirmed appointments; “on-demand” pulling will not be available on the appointment day.

Staff reserve the right to deny and/or cancel appointments at any time for any reason.

Staff cannot accept appointment requests after the submission deadline. The deadline allows sufficient time for staff to retrieve materials and prepare our facility for the appointment.

Appointment Cancellation, Delay and Related Policies

- CHS reserves the right to cancel research appointments at any time. We will make every effort to let you know as soon as possible.
- Researchers who arrive for their appointment more than 30 minutes late may have their appointment canceled. Researchers may be allowed into the next available appointment slot at the discretion of CHS staff.
- Visitors who do not follow safety and handling protocols, including proper mask wearing and failing to maintain social distancing with staff or patrons in the Edgar F. Waterman Research Center, will be asked to leave.